

Aircraft Maintenance

**CIVIL AIR PATROL AIRCRAFT MAINTENANCE MANAGEMENT**

CAPR 66-1, dated 1 February 2000, with Change 1 dated 12 January 2001, is supplemented as follows:

**2. Terms Explained. Added**

**j. Unauthorized Alteration. Added.**

Alterations to FLWG corporate aircraft based on an existing STC and/or an approved Designated Engineering Representative drawing must have the prior written approval of the Wing Director of Operations. These alterations must meet FAR airworthiness standards and be installed by a FAA-approved subcontractor with the alterations documented in the appropriate aircraft logs.

**k. Aircraft Maintenance Officer (AMO).** The AMO manages the maintenance and care of a CAP corporate owned aircraft at the local level. This officer is responsible for preventive maintenance including routine care, such as cleaning, servicing, replacement of minor parts and hardware, and preflight and postflight inspections. Detailed unit requirements and responsibilities for the AMO are shown in Attachment 1.

**l. Aircraft Custodian (AC).** The AC is responsible for maintaining the aircraft information file (AIF) and other supporting documentation surrounding the use and operation of CAP corporate owned aircraft assigned to the unit. The AC will ensure that items 1 through 4 are accomplished by the 10<sup>th</sup> of every month:

- 1.) The hard copy FLWGF 1 generated from the electronic version of the FLWGF 1 is completed and submitted with all backup paperwork. See Attachment 7 for FLWGF 1. The electronic version of the FLWGF 1 will be sent via e-mail to the Chief Current Operations.
- 2.) Non-reimbursable maintenance funds are collected and submitted as outlined on the completed FLWGF 1.
- 3.) Each entry on the FLWGF 43 must correspond with information submitted on one of the following: CAPF 99, CAP Flight Release Log; CAPF 104, Mission Flight Plan/Briefing Form; or CAPF 84, Counterdrug Mission Flight Plan/Briefing Form. In the future this information will be inputted on the Florida Wing Flight Release Online System. Information into the system will be added by flight release authority (FRO, IC, AOBD, CD Mission Coordinator).
- 4.) The AC is responsible for compiling all information from FLWGF 43's into the electronic version of the

FLWGF 1. When complete the electronic version of the FLWGF 1 workbook will be e-mailed as directed in Attachment 8. All hard copy FLWGF 1's and 43's will be printed from the electronic version of the FLWGF 1 then submitted to the DOSA Services Unit as outlined in Attachment 8.

**m. Non-Routine Maintenance.** Any maintenance or repair defined as a major repair and alteration, or any maintenance not considered to be routine maintenance. Non-Routine maintenance will include any repair or maintenance that includes National HQ reimbursable items.

**n. Routine Maintenance.** Routine maintenance includes the mid-cycle oil change, 100 hour/annual inspections, tire/tube changes and other routine repetitive maintenance.

**o. Aircraft Maintenance Fax Hotline.** The Florida Wing Aircraft Maintenance Fax Hotline number is (866) 549-1900.

**p. Service Provider.** The service provider is the individual or organization that performs the approved aircraft maintenance service. This is typically a Fixed Base Operator (FBO) or certified A&P mechanic that is approved to work on Florida Wing Corporate Aircraft. The DOM is responsible for approval of service providers.

**9. Added.**

**i. Aircraft Maintenance Purchase Orders.** All inspections, repairs or alterations for which Florida Wing HQ is expected to make payment require the issuance of an approved Purchase Order (PO) **prior to** making any financial commitment for work on the aircraft.

1.) The POs will be issued by Florida Wing Finance based upon the approved estimate(s) provided by the Chief, Aircraft Maintenance (DOM) for non-routine and routine maintenance, the Deputy Chief, Aircraft Maintenance (ADOM) for routine maintenance, or the Director of Operations (DO) as an alternate. These individuals will be considered as representatives of the Wing Commander in the performance of the duties as outlined in this supplement.

Non-Routine and Routine Maintenance Approval**Chief, Aircraft Maintenance (DOM):**

Capt. Steve Drew  
 10500 Ulmerton Road, Ste 726-205, Largo, FL 33771  
 Email: [s-drew@verizon.net](mailto:s-drew@verizon.net)  
 C: (727) 639-6493 (Pref.)  
 H: (727) 584-1698  
 F: (866) 549-1900

Aircraft: N6498F, N53293, N96867, N98120, N9828L, N98580, N98592, N98684, N98708, N99265, N99941, N995CP, N425CP, N909CP, N922CP, N5401N, N74SM, N9386X, N9893H, N351CP, N139CP, N363BA, N5779S.

Routine Maintenance Approval**Deputy Chief, Aircraft Maintenance (ADOM):**

Maj Arnie Glauser  
 28455 Openfield Loop, Wesley Chapel, FL 33543  
 Email: [a\\_glauser@hotmail.com](mailto:a_glauser@hotmail.com)  
 C: (813) 546-2324 (Pref.)  
 H: (813) 991-4500  
 F: (866) 549-1900

Aircraft: N6498F, N53293, N96867, N98120, N9828L, N98580, N98592, N98684, N98708, N99265, N99941, N995CP, N425CP, N909CP, N922CP, N5401N, N74SM, N9386X, N9893H, N351CP, N139CP, N363BA, N5779S.

Non-Routine and Routine Maintenance Alternate Approval**Director of Operations (DO):**

Lt Col Gary E. Nelson  
 4429 Pleasant Hill Dr., Jacksonville, FL 32225  
 Email: [mailto:garyjso@bellsouth.net](mailto:mailto:garyjso@bellsouth.net)  
 C: (904) 813-0013 (Pref.)  
 H: (904) 564-2161  
 F: (866) 549-1900

Aircraft: All wing maintenance.

2.) Email is the preferred method of communication related to aircraft maintenance management. All requests for maintenance and approvals for maintenance will be sent as email messages, even if the matter has been discussed by telephone. The subject line of all aircraft maintenance emails will include, at a minimum, the aircraft N number, and if issued, the PO number. Submission of all required documentation should be by scanned email attachment if possible. Failing that, transmission by fax is the next most preferred method [Aircraft Maintenance Fax Hotline number: (866) 549-1900]. Submission of hard copies by mail is acceptable, but will delay processing by up to two weeks.

3.) The DOM is responsible for managing the Florida Wing aircraft maintenance program, the approval of the costs of non-routine maintenance activities. The

DOM is the contact between Florida Wing and National Headquarters for aircraft maintenance issues.

4.) The ADOM is responsible for the approval of the costs of routine maintenance activities. In relation to the other activities covered in this directive, any duties or authorities granted to the DOM are extended to the ADOM for routine maintenance issues.

**9. Added.**

**j. Aircraft Maintenance Purchase Order Number Sequence.** Each Maintenance PO will have a unique PO number issued in the following format, to easily identify when and by whom the number was issued.

1<sup>st</sup> Character: P (DOO), M (DOM), W (Wing CC), A (ADOM), X (ADO) and D (DO).

2<sup>nd</sup> Character: Last digit of Fiscal year (i.e., 5 for 2005, 6 for 2006).

3<sup>rd</sup> Character: A dash.

4<sup>th</sup> thru 6<sup>th</sup> Character: A three-digit sequential number starting at 001 for each issuing authority each fiscal year.

7<sup>th</sup> Character: A dash.

8<sup>th</sup> Character: 0 (Zero) for initial PO on any maintenance action, or a letter denoting who issued the modification (see 1<sup>st</sup> character) for all follow-on or PO modifications for a maintenance action.

9<sup>th</sup> Character: 0 (Zero) for initial PO on any maintenance action, or a sequential number for the PO modification by issuer.

Examples:

*A5-104-M3* Third modification of a PO approved by the DOM to a PO initially approved by the ADOM.

**9. Added.**

**k. Aircraft Maintenance Purchase Order Request.** To obtain a PO, the AMO or his/her commanding officer, will determine whether the aircraft maintenance event is routine maintenance or non-routine maintenance.

Non-Routine Maintenance

If the AMO determines that the maintenance event is non-routine maintenance the following applies:

1.) The AMO will notify the DOM for guidance and assistance via telephone or other electronic message format prior to contacting the service provider.

2.) The AMO will contact the local service provider for the initial quote to perform the maintenance task including: a labor and parts quote.

3.) The AMO will fax a maintenance request to the Aircraft Maintenance Fax Hotline, with:

- (a.) A cover page containing the N number of the aircraft, serial number of the aircraft, the current tachometer reading, and the term "NON-ROUTINE".
- (b.) A copy of the quote prepared by the service provider that includes the service provider's contact information, the labor rate, number of labor hours and parts cost.
- (c.) Parts that are not available through the service provider will be clearly identified on either the cover sheet or the service provider's quote.

4.) The DOM will review the maintenance request to determine reasonability of the requested repair/service and associated cost.

5.) The DOM will determine what items are reimbursable through National HQ. If such is determined, the DOM will complete an Aircraft Major Maintenance Reimbursement Request form for a maintenance event whose cost is eligible for reimbursement by National HQ. The appropriate format for the request is shown as an attachment to CAPR 66-1. Once the Reimbursement Request form has been prepared, the DOM will forward it to National HQ for assignment of a control number.

6.) The DOM will determine what source to use to acquire the necessary parts. A separate PO ("Parts PO") will be requested through Wing Finance for purchase of parts if such is not acquired from the service provider.

7.) A PDF copy of the approved service provider quote, parts PO request and the approved Reimbursement Request with control number (if applicable) will be forwarded, by e-mail, to Florida Wing Finance. The subject line of the e-mail will include the N number and a generated PO number as outlined in 9m of this supplement. Items that are eligible for reimbursement by National HQ will be clearly identified on the service provider quote.

#### Routine Maintenance

1.) The AMO will contact the local service provider for the initial quote to perform the maintenance task including: a labor quote and a parts quote.

- (a.) AMO may select one or more service provider(s) for a pre-approved fee quote schedule for routine maintenance items.
- (b.) Final approval of pre-approved fee quote schedules will be the ADOM.
- (c.) A copy of the pre-approved fee quote schedule will be kept on file at Wing HQ and reviewed annually [see (a.) and (b.)].

2.) If service provider does not have a pre-approved fee quote on file the service provider will fax a maintenance request to the Aircraft Maintenance Fax Hotline, with:

- (a.) A cover page containing the N number of the aircraft, serial number of the aircraft, the current tachometer reading, and the term "ROUTINE".
- (b.) A copy of the quote prepared by the service provider that includes the service provider's contact information, the labor rate, number of labor hours and parts cost.

3.) If service provider does have a pre-approved fee quote on file the service provider will fax a maintenance request to the Aircraft Maintenance Fax Hotline, containing the N number of the aircraft, the current tachometer reading, and the term "ROUTINE" and a list of services to be performed.

4.) The ADOM will review the maintenance request to determine reasonability of the requested repair/service and associated cost.

5.) A PDF copy of the approved service provider quote will be forwarded, by e-mail, to Florida Wing Finance. The subject line of the e-mail will include the N number and a generated PO number as outlined in 9m of this supplement.

#### **9. Added.**

##### **1. Aircraft Maintenance Purchase Order Issuance.**

##### Non-Routine Maintenance

1.) Florida Wing Finance will:

- a.) Generate a PO for the maintenance request on the Wing's financial system. The PO number will correspond with the number provided on the e-mail requesting the PO.
- b.) If applicable, generate a PO for the part(s) request on the Wing's financial system. The PO number will correspond with the number provided on the e-mail requesting the Parts PO.
- c.) Send a copy of the approved PO, in PDF format, to both the AMO and the service provider with copies to the DOM and ADOM. **No work is to be performed until receipt of the approved PO.**
- d.) Send a copy of the approved Parts PO, in PDF format, to both the AMO and the parts provider with copies to the DOM and ADOM. **No part(s) is(are) to be delivered until receipt of the approved Parts PO.**
- e.) File copies of all paperwork related to the maintenance request within the particular aircraft's maintenance folder.

2.) After receipt of the PO, the service provider is authorized to complete the inspection, repairs or alterations as directed in the PO. To reiterate, **no work is to be performed without a PO.**

Likewise, after receipt of the Parts PO, the part provider is authorized to deliver the part(s) as directed in the Parts PO. To reiterate, **no part is to be delivered without a Parts PO.**

3.) The dollar amount of the PO issued will be based upon estimates provided by the service provider who is to accomplish the maintenance work. The **approved amount shown on the PO may not be exceeded** without written authorization in the form of an approved modified PO.

#### Routine Maintenance

1.) Florida Wing Finance will:

a.) Generate a PO for the maintenance request on the Wing's financial system. The PO number will correspond with the number provided on the e-mail requesting the PO.

b.) Send a copy of the approved PO, in PDF format, to both the AMO and the service provider with copies to the DOM and ADOM. **No work is to be performed until receipt of the approved PO.**

c.) File copies of all paperwork related to the maintenance request within the particular aircraft's maintenance folder.

2.) After receipt of the PO, the service provider is authorized to complete the inspection, repairs or alterations as directed in the PO. To reiterate, **no work is to be performed without a PO.**

3.) The dollar amount of the PO issued will be based upon estimates provided by the service provider who is to accomplish the maintenance work. The **approved amount shown on the PO may not be exceeded** without written authorization in the form of an approved modified PO.

#### **9. Added.**

**m. Modified PO Process.** The process to attain an approved modified PO is the same as the process used for the initial PO. The AMO is responsible for continually monitoring the aircraft maintenance process to ensure that no unapproved work is performed on Florida Wing Corporate Aircraft.

#### **9. Added.**

**n. Completion of Maintenance.** Upon completion of maintenance, the AMO will secure a copy of a **detailed invoice** showing the N number and PO number from the service provider. This should be accomplished prior to going to pick up the aircraft by fax/e-mail from the service provider to the AMO. The AMO will then compare the submitted, detailed invoice to the approved PO.

**I.** If the invoice amount does not exceed the approved PO, the AMO or his/her designee will:

1.) Inspect the aircraft to ensure the maintenance is complete and that the agreed upon services as contained on the approved PO (and the approved Parts PO, if applicable) have been satisfactorily provided.

2.) Ensure that all applicable logbook entries/signoffs are contained within the aircraft's maintenance logbook.

3.) Once all of the above is accomplished the AMO will sign the service provider's invoice indicating that aircraft is ready for return to service.

4.) The AMO will then, if applicable, notate the tracking number from the core part return shipping label on the parts provider's invoice and sign the parts provider's invoice indicating that the part was received and that the core part was returned as required, if applicable.

**II.** If the invoice amount exceeds the approved PO, the AMO will:

1.) Attempt to negotiate with the service provider in order to eliminate items or reduce amounts from the invoice that are not pre-approved.

2.) If negotiations are not successful, the AMO will advise the Group Commander of the discrepancy. The Group Commander may elect to pay the difference between the approved PO amount and the invoice amount using group funds. This difference will not be paid or reimbursed by the wing. In this case a new invoice showing the credit received for the payment will be secured and attached to the approved PO (the amount due on the invoice will now not exceed the approved PO).

3.) If negotiations with the service provider are unsuccessful and the Group Commander does not elect to pay the difference from group funds, the AMO will contact the DOM (non-routine maintenance) or ADOM (routine maintenance) for advise or counsel.

4.) The airframe will not be eligible to be returned to service until the invoiced amount due does not exceed the approved amount indicated on the latest approved PO.

#### **9. Added.**

**o. Aircraft Return to Service.** The AMO will certify that the aircraft is ready to return to service based upon inspection of the aircraft and completeness of related paperwork (including the maintenance logbook). The AMO will submit the following by fax to the Aircraft Maintenance Fax Hotline within twenty-four (24) hours after completion of maintenance:

1.) Copy of the approved PO and supporting documentation.

2.) Copy of the detailed invoice from the service provider that notes the N Number and PO Number and whose total amount due does not exceed the approved PO.

3.) A copy of all logbook entries related to the maintenance request.

ALL SUBMISSIONS TO THE AIRCRAFT MAINTENANCE FAX HOTLINE MUST HAVE A COVERPAGE WITH THE N NUMBER AND PO NUMBER CLEARLY MARKED THEREON.

#### 9. Added.

**p. Maintenance Related Flights.** On occasion, the DOM or ADOM may determine that an aircraft must be ferried to another airport for required maintenance. Maintenance related flights must be approved, in advance, by the DOM or ADOM. The monthly maintenance fee will be waived for reasonable maintenance/ferry flight time. Members requesting reimbursement for approved maintenance flights will submit a Florida Wing Form 200 with a copy of the approval (can be an e-mail) for the maintenance flight from the DOM or ADOM as well as the receipts for fuel and oil to Wing Finance. The Form 200 must have the related approved PO number clearly identified on the form (mission symbol C9).

Wing maintenance-funded reimbursement for chase aircraft or vehicles will normally be limited to \$0.18 a statute mile for the distance from the aircraft's base to the repair facility and return. Distances will be determined from maps.yahoo.com.

#### 9. Added.

**q. Aircraft Repair Verification.** It is the responsibility of the local AMO to coordinate and to be proactive in assuring that once the PO is obtained, the maintenance is performed as stated in the PO. The AMO should be the point of contact for all aspects of having the maintenance work performed, and assuring that the N Number and PO number as well as his/her signature appear on the billing invoice submitted to Florida Wing Finance upon completion of the work. This signature indicates that the AMO has reviewed and verified, to the best of their ability, that the work was performed to the estimate, that the appropriate logbook entries have been made, and that the invoice price does not exceed the approved PO amount.

#### 9. Added.

**r. Aircraft Maintenance Invoice Process.** Payment will be expedited by promptly mailing the invoice with the PO number and aircraft "N" number clearly written on it, signed by the AMO or his/her designee, a clearly printed name (person signing the invoice) with the words "OK to pay" and a copy of the approved PO attached, to:

Florida Wing Aircraft Maintenance  
Princeton Post Office  
Post Office Box 924153  
Homestead Florida 33092

And faxed by the AMO to:

Aircraft Maintenance Fax Hotline  
(866) 549-1900

1.) Payment will be normally be made within two weeks **after** the invoice is received by Florida Wing Finance. Under no circumstances will State or Federal tax be charged on any invoice. If needed, the Wing's tax-exempt number for state taxes is: 39-00-197906-51C.

2.) Wing Finance will send an invoice to National Headquarters for reimbursable items, if applicable, concurrent with the payment of invoices. The assigned control number from 9 j 5 of this supplement will be used as the invoice number for accounting purposes.

#### 9. Added.

**s. Preventative Maintenance.** CAP members may perform limited preventative maintenance on FLWG Corporate Aircraft IAW FAR 43.3, 43.13, Appendix A to FAR 43, and the National Commanders memo of 15 Mar 04 on this subject. CAP members may not perform any other preventive maintenance actions on FLWG aircraft, beyond those listed below:

1.) Applying preservative or protective material to components where no disassembly of any primary structure or operating system is involved and where such coating is not prohibited or is not contrary to good practices.

2.) Repairing upholstery and decorative furnishings of the cabin or cockpit interior when the repairing does not require disassembly or any primary structure or operating system or interfere with an operating system or affect the primary structure of the aircraft.

3.) Replacing bulbs, reflector, and lenses of position and landing lights.

4.) Updating self-contained, front instrument panel-mounted Air Traffic Control (ATC) navigation software data bases (excluding those of automatic flight control system, transponders, and microwave frequency distance measuring equipment (DME) provided no disassembly of the unit is required and pertinent instructions are provided. Prior to the unit's intended use, an operational check must be performed in accordance with applicable sections of part 91 of the FAR's.

**9. Added.**

**t. 100-hour Inspection.** An annual inspection will be performed at each 100-hour inspection cycle.

**9. Added.**

**u. Follow-up on Maintenance Requests.** If the AMO has not been contacted or received a PO within 96 hours of submission to the Aircraft Maintenance Fax Hotline, then the AMO is to contact via e-mail [with copies to Chief of Staff (CS) and Group Commander] the Deputy Director of Operations (ADO) and the Director of Operations (DO) for follow-up and action.

If the aircraft maintenance issue is still not on the appropriate course to being resolved to the AMO's satisfaction, the AMO will then inform the Group Commander (through the appropriate chain of command) who will in turn notify the Wing Commander.

**10. Added.**

**c. SOAP (Spectrometric Oil Analysis Program) Reports.** Units must maintain all SOAP reports in a separate file in the aircraft records to perform and monitor trend analysis. A copy will be forwarded to the DOM.

**14. Added.**

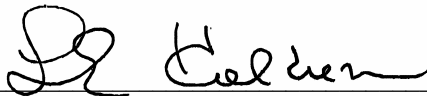
**c. Aircraft Maintenance Rates.** The following is the payment rate schedule for all corporate aircraft, effective 15 Jan 02:

AIRCRAFT TYPE	COST PER HOUR / DRY
Cessna 172	\$31.00
Cessna 182	\$34.00
Maule MT7-235	\$34.00

The cost per hour is based on Tachometer time and is a **dry rate** that will be paid as part of the FLWGF 1 process. Payment **must** be included with the Monthly Corporate Aircraft Report (FLWG Form 1) and Florida Wing Corporate Flight Operations Log (FLWG Form 43) which is due by the 10<sup>th</sup> of each month to the Chief, Current Operations so that the report to National can be made on time. This payment should be made by one check generated by the unit submitting the FLWGF 1. Mail FLWG Form 1 and FLWG Form 43 with the maintenance check to the DOO.

**16. Transfer and Disposal of Aircraft.** Custodians of corporate aircraft within the Florida Wing will be expected to ensure their assigned aircraft maintain a minimum average utilization rate of 16.5 hours per month. Flying hours will be reviewed semiannually, and adjusted for maintenance downtime reported to DOO and reported on the NHQ Form 18 database. Those units whose aircraft fail to meet this minimum requirement will be subject to reassignment of the corporate aircraft.

As of 01 August 2005, this supplement to CAPR 66-1 is hereby authorized and approved.



Evelyn Holdren, Lt. Col, CAP  
Director, Administration



Joseph J. Martin, Colonel, CAP  
Florida Wing Commander

**ATTACHMENT 1**  
**REQUIREMENTS AND RESPONSIBILITIES**  
**OF SQUADRONS / UNITS WITH ASSIGNED AIRCRAFT**

Wing Operating Policies

1. All wing aircraft will be treated with *Corrosion X™* by an authorized dealer, not to exceed 12 months between applications. Exception – aircraft scheduled for refinishing within 10 months of the scheduled corrosion treatment must not be treated.
2. Every effort will be made to maintain FLWG airplanes to operate in IFR flight at all times IAW FAR 91.411 and 91.413. Aircraft that are temporarily not IFR-capable due to equipment malfunctions or are out of compliance out with FAR 91.411 and/or 91.413 may be flown, but only in VFR conditions and/or without use of the transponder (including remaining clear of Class B airspace), as applicable. The restriction will be prominently annotated in the aircraft maintenance sheet. The Wing DO and DOM must be notified of this situation immediately. This is a stop-gap measure to permit relocating aircraft for scheduling or conducting important operations that cannot be rescheduled to other CAP aircraft.
3. “Wheel pants” will not be used on Florida Wing corporate aircraft. Aircraft custodian’s receiving new aircraft or maintaining aircraft already having wheel pants installed will contact the DOM to obtain necessary funding (if required) to have the wheel pants removed. The Aircraft Custodian will coordinate with the DOM regarding centralized long-term storage and/or disposal of wheel pants in their unit’s possession.

Unit Operating Policies

1. Use only a soft cloth when cleaning aircraft windows using only approved cleaners for Plexiglas surfaces. **Never** use paper products to clean Plexiglas windows.
2. Landing gear main tires will be removed from service and replaced with recap tires, and the nose gear tire replaced with a new tire, when the tire tread is worn to the base of the groove at any point on the tire. The replaced tires should be returned to a FAA approved recap service for a core credit.
3. CAP marking decals will be maintained in good condition. Any fading or peeling decals will be replaced with new decals. No other markings are authorized on Florida Wing aircraft.
4. Key lock boxes shall be attached to the left wing tie down ring for aircraft tied down on the ramp, or attached to the hanger door for aircraft secured in a hanger to be available by authorized persons at all times. All combinations, including hanger access, shall be submitted to the Director of Operations in February of each year. Interior heat shields should be procured and available for use in like manner.
5. The local squadron may develop additional operating policies as may be required, subject to review and approval by the Wing DO prior to implementing such operating policies.
6. Aircraft Maintenance Records.
  - a. All Florida Wing aircraft logbooks and maintenance records of work performed, etc., will be kept in an aircraft record pouch. These records will not be stored in the aircraft but will be kept in a secure location known to the squadron and group headquarters. Access to these records will be made available to Wing, National or other official personnel (FAA, NTSB, Law Enforcement, etc.), as needed.
  - b. All work on the aircraft will be documented in the appropriate logbook and signed by certified maintenance personnel in accordance with FAR 43 prior to returning the aircraft to service. Copies of the most recent logbook entries will be faxed to the Aircraft Maintenance Fax Hotline (oil changes, annual, IFR certification, ELT functional test) and be maintained in the Aircraft Information File (AIF) under the appropriate tab.
  - c. Units will maintain a permanent record with a copy of all receipts and work orders of maintenance or work accomplished on the aircraft. In the event the aircraft is transferred, this permanent record file will be transferred to the receiving unit along with all related paperwork and equipment.

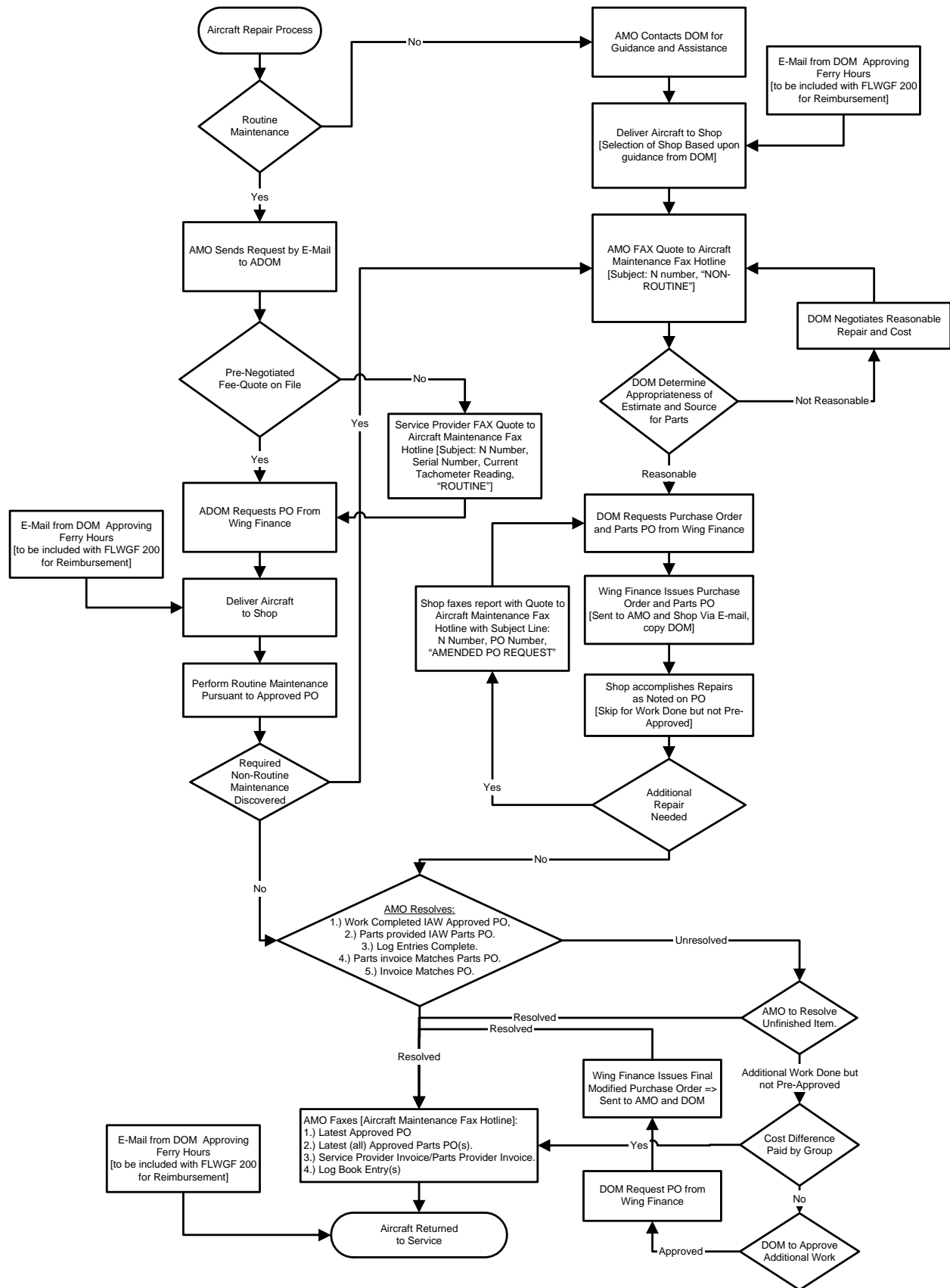
### Aircraft Maintenance Officer

1. Each unit designated as a custodian of a FLWG CAP Corporate aircraft will have an active AMO to oversee the aircraft. If that AMO is not a FAA certified Airframe and Powerplant Mechanic, he/she must be knowledgeable in the area of aviation maintenance. The AMO shall be the single point of contact to interact with the maintenance service provider for routine and non-routine maintenance. The DOM may also interact with the service provider. Due to conflict between responsibilities, the AMO should not be the Unit Commanding Officer, the Unit Operations Officer, or be employed by or own any part of the service provider.
2. Prior to any work or maintenance to the aircraft requiring payment by Florida Wing, the AMO, or his/her representative, **must** obtain an approved PO as outlined in this supplement. The DOM will coordinate the updating/repair of all avionics equipment and complete refurbishment of interior/exterior and engine change requests through National CAP HQ / LGM.
3. The maintenance technician performing the work or the assigned AMO must clear discrepancies logged in the AIF. The AMO must clear the corresponding entry in Flight Schedule Pro.
4. The unit AMO's are responsible for scheduling aircraft inspections or routine maintenance, i.e. 50 hour, annual/100 hour, IFR certification, and Airworthiness Directive Inspections. The AMO should email the DOM, DOO and DO of any changes in operational status (out of service/ return to service, dates) and assure that the service provider returns all cores promptly.
5. Maintenance related flights must be approved, in advance, by the DOM or ADOM. The monthly maintenance fee will be waived for reasonable maintenance/ferry flight time. Members requesting reimbursement for approved maintenance flights will submit a Florida Wing Form 200 with a copy of the approval (can be an e-mail) for the maintenance flight from the DOM or ADOM as well as the receipts for fuel and oil to Wing Finance. The Form 200 must have the related approved PO number clearly identified on the form (mission symbol C9).
6. The unit AMO will ensure that all core parts are returned for credit in a timely fashion.

### Aircraft Custodian

1. CAP aircraft custodians will send an email receipt to Florida Wing Operations for all materials and supplies received by direct shipment from vendors and FLWG Aircraft Maintenance or Wing Logistics. These material and supplies include tires, tubes, oil sample test kits, light bulbs, etc.
2. Unit aircraft custodians are responsible at all times when the aircraft is in operation, to insure that aircraft comply with items specified by the latest version of CAPF 71, CAP Aircraft Inspection Checklist, available at the download section of the National HQ website.
3. Unit aircraft custodians will comply with Florida Wing Supplement 2 to CAPR 66-1 with regard to Emergency Floatation Devices and Personal Floatation Equipment (PFE).
4. Unit aircraft custodians will ensure that all guidance in Supplemental Type Certificates (STCs) performed on the assigned CAP aircraft has been completed and copies of the appropriate pages from STCs that change the operating performance of the aircraft are filed with the POH in the aircraft. In addition, checklists must be updated with all revised performance data/operating limitations from the STC for that specific airplane.
5. Upon assignment of a corporate aircraft to a new location, the receiving unit will notify the DO and DOM of the AMO contact information.
6. Pilots and crew members flying the aircraft are expected to assist in the periodic cleaning of the aircraft using manufacturer recommended and FAA approved procedures. The unit aircraft custodian will ensure that an aircraft wash at each oil change and 100 hour / annual is accomplished to insure the aircraft is cleaned on a regular basis and waxed every six months. It is recommended that the leading edges of the wings, stabilizers, struts and nose cowl be waxed after washing and wiped down with a dampened cloth after each flight.

## ATTACHMENT 2 Aircraft Maintenance Workflow



**ATTACHMENT 3**  
**Corporate Aircraft Repair Purchase Order Checklist**

<u>Complete</u>	<u>Task</u>	<u>Date</u>
<b>Prior to having any work done</b>		
<input type="checkbox"/>	<u>READ CAP REGULATION 66-1 and all supplements</u>	_____
<input type="checkbox"/>	Determine if service needed is routine or non-routine maintenance.	_____
<b>Routine Maintenance</b>		
<input type="checkbox"/>	Contact local service provider for initial quote (estimate).	_____
<input type="checkbox"/>	Prepare fax: Include N number, serial number, current tachometer reading and the word "ROUTINE" printed on cover page.	_____
<input type="checkbox"/>	Prepare fax: Quote (estimate) to include service provider's contact information, the labor rate, estimated number of hours and estimated cost of parts.	_____
<input type="checkbox"/>	Fax quote (estimate) to 1-866-549-1900, <b>keep a copy for your records.</b>	_____
<input type="checkbox"/>	Receive approved Purchase Order via e-mail from Wing Finance within 96 hours (if no response => notify ADO/DO with copies to the CS and Group Commander).	_____
<input type="checkbox"/>	Ensure that service provider has received P.O. via e-mail from Wing Finance.	_____
<b>Non-Routine Maintenance</b>		
<input type="checkbox"/>	Contact DOM for advice and assistance.	_____
<input type="checkbox"/>	Prepare fax: Include N number, serial number, current tachometer reading and the word "ROUTINE" printed on cover page.	_____
<input type="checkbox"/>	Prepare fax: Quote (estimate) to include service provider's contact information, the labor rate, estimated number of hours and estimated cost of parts.	_____
<input type="checkbox"/>	Call Air Parts at 800-333-4221 for any part price comparisons needed.	_____
<input type="checkbox"/>	Fax quote (estimate) to 1-866-549-1900, <b>keep a copy for your records.</b>	_____
<input type="checkbox"/>	Receive approved Purchase Order via e-mail from Wing Finance within 96 hours (if no response => notify ADO/DO with copies to the CS and Group Commander).	_____
<input type="checkbox"/>	Ensure that service provider has received P.O. via e-mail from Wing Finance.	_____
<b>Additional Parts or Service Required =&gt; Routine or Non-Routine Maintenance</b>		
<input type="checkbox"/>	Prepare fax: Include original approved P.O. Number, N number, serial number, current tachometer reading and the word "AMENDED PO REQUEST" printed on cover page.	_____
<input type="checkbox"/>	Prepare fax: Quote (estimate) to include service provider's contact information, the labor rate, estimated additional number of labor hours and/or estimated additional cost of parts.	_____
<input type="checkbox"/>	Call Air Parts at 800-333-4221 for any part price comparisons needed.	_____
<input type="checkbox"/>	Fax quote (estimate) to 1-866-549-1900, <b>keep a copy for your records.</b>	_____
<input type="checkbox"/>	Receive approved Amended Purchase Order via e-mail from Wing Finance within 96 hours (if no response => notify ADO/DO with copies to the CS and Group Commander).	_____
<input type="checkbox"/>	Ensure that service provider has received Amended P.O. via e-mail from Wing Finance.	_____
<b>Pick up Aircraft from the shop</b>		
<input type="checkbox"/>	Use Attachment 3 => "Airplane Pickup Checklist".	_____
<input type="checkbox"/>	<b>Keep copies of everything for your files.</b>	_____
<b>Notes</b>		
Aircraft Tail Number _____	Wing P.O.#: _____	
Aircraft Serial Number _____	Wing Amended P.O.# _____	
Shop Name _____	Shop Address _____	

**This checklist is a helpful tool. READ the detailed verbiage contained in pages of this Supplement!**

**ATTACHMENT 4**  
**COMPLTION OF MAINENANCE / AIRCRAFT RETURN TO SERVICE CHECKLIST**

**“AIRPLANE PICKUP CHECKLIST”**

**PO Number:** \_\_\_\_\_

**AMO:** \_\_\_\_\_

**Picked up by:** \_\_\_\_\_

**BEFORE GOING TO THE AIRPORT TO PICK UP THE AIRPLANE**

- |  |  |
|--|--|
| <p><input type="checkbox"/> 1. AMO secures a copy of the most recent PO and Parts PO, if applicable.</p> <p><input type="checkbox"/> 2. AMO secures a copy of the invoice from the service provider and the parts provider (preferably by fax).</p> <p><input type="checkbox"/> 3. AMO ensures that the N number and PO number clearly identified on all invoices (service provider/parts provider).</p> <p><input type="checkbox"/> 4. AMO compares the approved amount on the PO and the total amount of the invoice (same for Parts PO if applicable):</p> <p style="margin-left: 20px;"><b>I.</b> Total Amount of invoice is less than or matches approved amount on PO:</p> <p style="margin-left: 40px;"><input type="checkbox"/> a. AMO determines qualified individual to pick up the aircraft via proper procedure.</p> <p style="margin-left: 40px;">b. Continue to Step 5 below</p> | <p><b>II.</b> Total Amount of invoice exceeds the approved amount on PO. [Check the one that applies]</p> <p style="margin-left: 20px;"><input type="checkbox"/> a. AMO negotiated difference.</p> <p style="margin-left: 20px;"><input type="checkbox"/> b. Group pay difference.</p> <p style="margin-left: 20px;"><input type="checkbox"/> c. DOM resolved issue.</p> |
|--|--|

**PICK UP THE AIRCRAFT**

- ☐ 5. Inspect the aircraft to ensure maintenance is complete and that services as contained on the approved PO and approved Parts PO (if applicable) have been satisfactorily provided.
- ☐ 6. Ensure that all applicable logbook entries/signoffs are contained within the aircraft's logbook.
- ☐ 7. Sign the parts provider's invoice (include the tracking number for the shipped core part return) indicating the parts were provided and that the core part was returned for credit, if applicable.
- ☐ 8. Sign the service provider's invoice indicating the aircraft is ready to return to service.
- ☐ 9. Fax signed invoice and copies of logbook entries to (866) 549-1900.
- ☐ 10. Aircraft returned to service.

**ATTACHMENT 5**  
**SAMPLE FLORIDA WING AIRCRAFT MAINTENANCE PURCHASE ORDER (PO)**

**Florida Wing South, Civil Air Patrol**

Princeton Post Office  
 PO Box 924153  
 Homestead, FL 33092

**Purchase Order**

Date	P.O. No.
5/23/2005	M5-037-00

**Vendor**

Cams, Inc.  
 14421 Airport Parkway  
 Clearwater, FL 33726

**Bill To**

Florida Wing South, Civil Air Patrol  
 Princeton Post Office  
 PO Box 924153  
 Homestead, FL 33092

A/C Number	Year	Serial No.	Model	Tach Time
N98580	1985	17276314	C172P	6356.1

Hrs. or Qty	Description	Cost	Amount
8	Vendor Labor - Replace Windshield	55.00	440.00
1	Vendor Parts - Repairs	18.69	18.69
1	Travel Fee	175.00	175.00
1	Shop Fee - Mic	14.70	14.70
5	Add-On Labor - Replace Windshield	55.00	275.00
1	Add-On Parts - Repairs	71.61	71.61
<b>Total</b>			<b>\$995.00</b>

**PAYMENT: CAP FLORIDA WING WILL NOT PAY FOR WORK DONE WITHOUT WRITTEN APPROVAL. Vendor will fax SIGNED ORIGINAL INVOICE to 866-549-1900 then mail it to our BILL TO: address above. Invoice must have aircraft and CAP PO number on it.**

**NOTES:**

All needed repairs and other costs found during the inspection will be listed separately. Vendor will list labor hours needed to repair each discrepancy found. Vendor will list quantity and part numbers needed for repairs. AMO will ensure any core returns are shipped via UPS ground within 10 days of work completion unless directed otherwise. AMO will ensure aircraft is thoroughly cleaned, inside and out, upon returning aircraft to service. AMO will fax logbook entries to 866-549-1900. AMO will update AIF book.

Thank you for your support,  
 Steven E. Drew, Sr., Capt., CAP,  
 Chief of Aircraft Maintenance  
 Cell: 727-639-6493

## FLORIDA WING CAP CORPORATE FLIGHT OPERATIONS LOG

**Month/Year:** \_\_\_\_\_

[illegible]

## ATTACHMENT 7

FLORIDA WING MONTHLY CORPORATE AIRCRAFT REPORT												
Block A - Identification	Month/Year: Jan-1900		Aircraft No: N96867		Type: C-172P		A/C Location: OMN		Responsible Unit: 210			
	Print name of person filling out this form:				Home Phone:		Email address:					
	Mailing Address				Cell Phone:		City		State FL		Zip	
	Hobbs Ending Time 0.0		Hobbs Starting Time: 0.0		Hobbs Total Time: 0.0		AMOUT DUE WING  <b>\$0.00</b>		Tach / Hobbs Hrs Balance - Yes/No			
Tach Ending Time: 0.0		Tach Starting Time: 0.0		Tach Total Time: 0.0								
Block B - Maintenance Indicators	Last Mid-Cycle Oil Change: Date: Jan-00    Tach: 0.0		Last Annual Inspection Date: Jan-00    Tach: 0.0		Last MOH or NEW ENGINE Date: Jan-00    Tach: 0.0		Last Hundred Hour Inspection Date: 1/0/1900    Tach: 0.0					
	SMOH or Since New Engine Tach: 0.0		Transponder Certification Date Jan-00		Down Days							
					# Down Days		Reason					
					1							
					2							
					3							
	Maintenance Comments:											
Block C - Hourly Breakdown By Mission Type	Hobbs		Tach		Hobbs		Tach		Hobbs		Tach	
	A1	0.0	0.0	B9	0.0	0.0	C8	0.0	0.0			
	A2	0.0	0.0	B10	0.0	0.0	C9	0.0	0.0			
	A3	0.0	0.0	B11	0.0	0.0	C14	0.0	0.0			
	A4	0.0	0.0	B12	0.0	0.0	C15	0.0	0.0			
	A5	0.0	0.0	B13	0.0	0.0	C16	0.0	0.0			
	A6	0.0	0.0	B14	0.0	0.0	C17	0.0	0.0			
	A7	0.0	0.0	B17	0.0	0.0	C18	0.0	0.0			
	A18	0.0	0.0	B18	0.0	0.0	C19	0.0	0.0			
	A99	0.0	0.0	B99	0.0	0.0	C20	0.0	0.0			
	A911	0.0	0.0				C99	0.0	0.0			
							C911	0.0	0.0			
	A Total:		0.0	0.0	B Total:		0.0	0.0	C Total:		0.0	0.0
					C9 Maintenance:		0.0	0.0	L1		0.0	0.0
					C15 Cadet O'rides:		0.0	0.0				
					Other Wing Waived:							
					Total Wing Waved:		0.0	0.0				

FLORIDA WING MONTHLY CORPORATE AIRCRAFT REPORT				
<b>Block D - Totals</b>	<b>Total Hobbs Hours</b>	<b>Total Tach Hours</b>	<b>Payment to Wing</b>	
			Hobbs	Tach
	A Total: <u>0.0</u>	A Total: <u>0.0</u>	B Total: <u>0.0</u>	<u>0.0</u>
	+ B Total: <u>0.0</u>	+ B Total: <u>0.0</u>	+ C Total: <u>0.0</u>	<u>0.0</u>
	+ C Total: <u>0.0</u>	+ C Total: <u>0.0</u>	- WW <u>0.0</u>	<u>0.0</u>
	+ L1 Total <u>0.0</u>	+ L1 Total <u>0.0</u>		
			Total = <u>0.0</u>	<u>0.0</u>
			x Rate/Hr	\$31.00
			= <u>\$0.00</u>	<u>\$0.00</u>
			Check #:	
Unit Commander's or Operations Officer's Certification: _____				
<b>Instructions</b>	<b><u>Instructions</u></b>			
	1. Complete the Form 43 sheet before starting this Form 1 sheet. 2. Enter the responsible official contact data at the top of the form. 3. Enter # of Down Days and select a Reason from the drop down list. 3 entries are provided for 3 separate occurrences. 4. Enter Maintenance Comments. Include justification for any maintenance fee waived hours. 5. Enter Wing Waved Time. 6. Write a corporate check for the total amount due the Wing payable to <b>FLWG Civil Air Patrol</b> . Enter the check # in the space provided.			
	When the monthly workbook is completed, save it to disk. The file should be retained for unit records.			
	Attach the file to an e-mail and send to the DOSA Services Unit at <a href="mailto:fl210@earthlink.net">fl210@earthlink.net</a>			
	Print the Form 1 and have it signed by the Unit Commander or the Operations Officer.			
	Send the signed Form 1, the original handwritten Form 43's and the corporate check to:			
	<b>210th Air Search &amp; Rescue Squadron              DOSA Services Unit              760 Airport Road              Ormond Beach, FL 32174-8755</b>			
	This Workbook was designed to make the unit monthly reports more accurate and easier to complete. Please contact the DOSA Services Unit with any suggestions for improvements or problems that you encounter.			
	<b>Note:</b> Some instructions may be duplicated on several pages in an effort to make sure each form is filled in correctly.			

## ATTACHMENT 8

### Florida Wing Form 1 and Florida Wing Form 43 Instructions

#### General Information

An Excel workbook has been produced and is to be used to complete the required monthly FLWG Form 1 and FLWG Form 43 Aircraft Reports. It has been designed to make these reports more accurate and easier to accomplish. Separate worksheets are included for the Form 1 and the Form 43. Additional worksheets provide support for the basic forms plus instructions on using the workbook. The workbook has been automated so there are no duplicate entries required from one worksheet to another. All cells that require input are displayed in Green. Other cells are locked so formulas are not accidentally erased. A cell with a red triangle in the upper right corner will display Help/Information when the cursor is placed over it.

The workbook is named WGF-01-43\_Master\_v0.00.xls. Updates to the workbook will be posted on the Wing web site. The 'v0.00' will reflect the latest version of the workbook. Use the workbook as a master file and make a copy of it for each monthly report. Data that rarely changes should be entered in the master prior to copying it for monthly reports.

#### Master File Entries

##### *Aircraft Table*

This worksheet contains the table used to provide aircraft and unit information to other worksheets in the workbook. Due to movement of aircraft within the Wing, this data will frequently be out of date, even in a new version of the Master file. Make sure that entries for the aircraft currently assigned to your unit reflect your Location, CPF# and Unit #. Entries for other aircraft in the Wing will have no effect on your reports so need not be updated.

##### *FLWG Form 1*

Enter your units Aircraft No. in cell F4 using the pull down list. This automatically fills in a number of other cells throughout the workbook with required unit and aircraft data.

##### *Hobbs & Tach Times*

Enter aircraft data on the Hobbs & Tach Times worksheet.

#### Create Monthly File

After insuring that the master file is up to date, save the updated file. To make a copy for the monthly report, select File | Save As and enter the following file name:

WGF-01-43\_FL-210\_200506.xls

Using this naming convention will insure that the DOSA Services Unit can identify each units file and will also sort the files by Unit and year-month on their computer.

If your unit receives a new aircraft, make the appropriate changes on the Aircraft Table worksheet. If the unit operates more than one aircraft in a given month, a separate workbook will be required for each aircraft. Use the file name shown above for the aircraft flown during the first part of the month and add a -1 for the second aircraft's file name.

Example:       WGF-01-43\_FL-210\_200506-1.xls

### Monthly File Entries

Open the new monthly workbook and select the FLWG Form 43 spreadsheet tab. Using the original handwritten Form 43 from the aircraft, enter all data for the month. A Flight Mission Symbols page has been provided for reference if any questions arise about correct Mission Symbol entries.

1. Enter Month/Year in field at top (Cell A2).
2. Enter last months' ending Hobbs and Tach times in fields at top (Cells E2&G2).
3. Begin entering Form 43 Flight Data into appropriate fields. NOTE: The Date must be entered on each line in order for calculations to be made in the Total Time columns.
4. Enter each flight's Hobbs and Tach Stop times. Total Time will be calculated using Stop Time from the previous flight. If the Tach becomes inoperative, enter INOP in the Tach field. Tach time will then be calculated automatically by dividing Hobbs time by 1.2. When the Tach is fixed, enter the starting Tach time in the last row where it was inoperative, normally a maintenance line. Hobbs entries function in the same way.

*Note 1:* Any discrepancy between times entered on the original Form 43 and the calculated Total Times on the spreadsheet, must be resolved at this time.

*Note 2:* If Total Tach Time is greater than Total Hobbs Time, both entries will be displayed in RED as a suggestion to review entries for a possible error.

*Note 3:* It is possible that an error message might be displayed when a date is entered on the Form 43. If this should occur, select Cancel and continue entering information. This is caused by formulas in the Hobbs & Tach Total Time columns referring to each other.

5. When all data has been entered, required information will be displayed automatically in appropriate cells in the Hobbs & Tach Times and Form 1 worksheets.
6. Select the Form 1 worksheet and complete responsible official contact data at the top of the form.
7. Enter # of Down Days and select a Reason from the drop down list. 3 entries are provided for 3 separate occurrences.
8. Enter Maintenance Comments. Include justification for any maintenance fee waived hours.
9. Enter Wing Waved Time.
10. Write a corporate check for the total amount due the Wing made payable to FLWG Civil Air Patrol. Enter the check # in the space provided.

When the monthly workbook is completed, save it to disk. The file should be retained for unit records.

Attach the file to an e-mail and send to the DOSA Services Unit at => [fl210@earthlink.net](mailto:fl210@earthlink.net)

Print the Form 1 and have it signed by the Unit Commander or the Operations Officer. Send the signed Form 1, the original handwritten Form 43's and the corporate check to:

**210th Air Search & Rescue Squadron  
DOSA Services Unit  
760 Airport Road  
Ormond Beach, FL 32174-8755**

This Workbook was designed to make the unit monthly reports more accurate and easier to complete. Please contact the DOSA Services Unit with any suggestions for improvements or problems that you encounter.

*Note:* Some instructions may be duplicated on several pages in an effort to make sure each form is filled in correctly